

### What's new:

- If you have an electronic receipt for reimbursement, forward it from your uncw.edu address to Lauren and [receipt@chromefile.com](mailto:receipt@chromefile.com). This will put it directly into your account emails don't have to be printed and scanned. This is very helpful for airline receipts that print out on four pages.

### Travel:

- **Pre-authorizations must be put in before you leave for the trip**
  - Email Lauren once you have an idea of costs. Use the trip estimate [PDF](#) so you don't forget anything.
    - Funds are encumbered based on your estimate so try to be as close as possible (Include only what you want to be reimbursed for...not all costs)
    - If being reimbursed, wait until you've purchased a plane ticket or reserved room
    - If it's last minute and Lauren isn't available, you can always put your own pre-authorization in ChromeRiver.
  - ChromeRiver makes it hard to keep track of individual travel. If you don't get an Approval notice from ChromeRiver within a week of telling Lauren, check in. It may be lost in approvals or wasn't fully submitted.
- Always notify Lauren when you return so we can start the reimbursement process.
- Unless using Maupin or Travel Card, you cannot be reimbursed until you return from the trip, no matter how far in advance you book it.
- All receipts must be given to Lauren within 30 days.
- **Flights**
  - For reimbursement, buy your ticket from any site. Then forward the receipt to [receipt@chromefile.com](mailto:receipt@chromefile.com) (and CC Lauren).
  - For University to pay, book through [Maupin](#). Send Lauren the cost estimate email as soon as you receive it so we can put in a Pre-authorization before the price changes.
- **Hotels**
  - If it is anything other than your standard hotel, you must be approved for third party lodging. Contact Lauren before you book if your lodging is questionable (Air BnB, Dorm room, cabins, campground, etc).
- **Cars**
  - Personal Cars: only mileage is reimbursable. Send Lauren the address of your destination.
  - Rental Car: Book through Enterprise. Gas receipts are also reimbursable.
    - Only the cost of the car and taxes is reimbursable. Additional insurance and upgrades are not. In order to get state approved rates and insurance, use Corporate code GAR53J6 and UNC as the booking PIN.
- **Food**
  - Food receipts are not reimbursable. You are allotted a per diem based on when you left and return. No receipts needed.
- **Travel Cards**
  - Almost every travel expense can be paid with this but you have to sign up for one and attend a class. Info is here: <https://uncw.edu/travel/visatravelcard.html>
  - You still need to turn receipts in to Lauren.

**Independent Contractors:**

- If you're paying a person that doesn't work at UNCW, they need to be approved as an independent contractor BEFORE work begins.
  - To get the ball rolling, send Lauren:
    - Name
    - Email
    - What they're doing
    - When they're doing it
    - How much you're paying
- If you're paying a person that works here, it now needs to go through FLAC (our new favorite system). Plan ahead because there will be an almost month delay on the payment depending on your timing.

**Purchases:**

- Always CC Mariana on purchasing requests.
- UNCW's Amazon goes through our Purchasing system so we cannot purchase things that are "Prime Only" or change the shipping. If "Prime Only" or you're in a hurry, you'll have to buy it yourself and be reimbursed.
  - If possible, have it shipped to the University or you will have to complete an extra step with A/P
- All receipts must be given to Lauren within 30 days

**More information can always be found here:**

- Travel: <https://uncw.edu/travel/index.html>
- Purchasing: <https://uncw.edu/purchasing/>